

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Supervisor Wilson

**SUBMITTAL DATE:** March 4, 2003

**SUBJECT:** COMMITTEES, COMMISSIONS AND BOARDS ACTION

**Committee or Board:** County Service Area #104 (Sky Valley)

**RECOMMENDED MOTION:** The Board of Supervisors appoint a new member to a vacant post on the CSA 104 Advisory Committee:

**Type of Nomination:** District No. 4

**Member:** Donna Jimenez  
19206 Dowell Lane  
Desert Hot Springs, CA 92240  
(760) 251-9152

**Term of Appointment:**  Unexpired term ending June 30, 2003  
**(or previous appointment)** Full underlying term is 2 years.

**BACKGROUND/APPOINTEE INFORMATION:**

Ms. Jimenez has expressed an interest in serving on the CSA in Sky Valley. She has strong communication and organizational skills that will be an asset to the CSA.

A large, stylized handwritten signature in black ink, which appears to read "Roy Wilson". The signature is written over a horizontal line.

Supervisor Roy Wilson

3003 NVB -3 VNI: 20

OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS  
REGULAR MEETING

# DONNA M. JIMENEZ

## OBJECTIVE

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To achieve a rewarding career that allows me to excel at the skills I have developed as well as pursuing new challenges.

## PROFESSIONAL EDUCATION

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|------|--|
| 2001 | Compumaster, "Getting the Most from Microsoft Excel"   |
| 2001 | SkillsPath Seminars, "Managing Multiple Projects"  |
| 2000 | Center for Professional Advancement, "cGMP for the Pharmaceutical and Allied Industries"               |
| 1999 | Center for Professional Advancement, "Writing Standard Operating Procedures to meet cGMP Requirements" |
| 1999 | The Effectiveness Institute, "People Skills"   |
| 1997 | Information Mapping, "Developing Procedures, Policies and Documentation"                               |

## EDUCATION

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|-------------|--------------------------------|-------------------|
| 1985 - 1989 | California Lutheran University | Thousand Oaks, CA |
|             | <i>BA, Communications</i>      |                   |

## SUMMARY OF QUALIFICATIONS

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2002-Present	City of Rancho Mirage	Rancho Mirage, CA
	<i>Contract Specialist</i>	

**Functions:**

- Provide contract administration to all City departments.
- Review Bid Proposals and Contracts prior to execution. Resolve contract issues with prospective contractors.
- Follow up on Subdivision Improvement Contracts that may expire prior to completion. Preparing extension program to be approved by City Council.
- Prepare contracts and addendums to existing contracts as necessary.

2001-2002	ICOS Corporation	Bothell, WA
	<i>Senior Document Specialist</i>	

**Functions:**

- Provide general documentation support by processing documents submitted into the change control process.
- Determine and write new and/or revisions to existing documents.
- Perform training as required.
- Assist in writing sections of Regulatory filings to the FDA, as applicable.
- Lead project coordinator for an Electronic Document Management System (EDMS), Document Tracking Database, and Departmental Intranet Website.

**Responsibilities:**

- Work on complex problems where analysis of situations or data requires in-depth evaluation.
- Exercise judgement with broadly defined policies in selecting techniques and evaluation criteria for obtaining results. Determine methods and procedures on new assignments.
- Provide guidance to lower level personnel.

1998-2001 ICOS Corporation

Bothell, WA

*Document Specialist*

**Functions:**

- Provide general documentation support by processing documents submitted into the change control process.
- Organize and coordinate change process for groups of documents within predetermine release schedules for other departments.
- Compile data and create documentation required for production lot disposition.

**Responsibilities:**

- Work on problems of diverse scope where analysis of data requires evaluation of identifiable factors.
- Perform routine work with no instruction.

1996-1998 Amgen Corporation

Thousand Oaks, CA

*Document Coordinator II*

- Coordination of documentation and data processing support.
- Assist in creation and maintenance of new and existing databases.
- Facilitate meetings and prepare agendas and minutes as necessary.
- Audit reports and files for discrepancies. Perform investigations as necessary.

**ADDITIONAL SKILLS**

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- Advanced working knowledge of Word, Excel, etc.
- Exceptional ability to organize, multi-task and work within tight timeframes.
- Excellent communication skills with all levels of corporate personnel, both written and verbal.
- Ability to utilize outside information to create quality systems.
- Demonstrate appropriate, independent judgement and strategic thinking.
- Proven project management skills.
- Good working knowledge of government regulations (cGMPs, CFRs).
- Ability to interact constructively with peers and motivate lower personnel.